

# Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

K-12—DEVELOPING HIGH-QUALITY SCHOOL EOPS

## PREPARING, IMPLEMENTING, AND MAINTAINING THE PLAN

### KEY TRAINING COMPONENTS

Schools can use the following training components to make sure everyone involved in the plan knows their roles and responsibilities before, during, and after an emergency.

#### HOLD A MEETING

At least annually, hold a meeting to educate all parties on the plan. These meetings should include school leadership (important for obtaining buy-in on the plan); community partners (e.g., first responders, emergency managers, and public and mental health officials); additional stakeholders (e.g., relevant district, local, regional, and/or state agencies); and other organizations who may use the school building(s).

#### DISTRIBUTE MATERIALS

Provide appropriate and relevant literature on the plan, policies, and procedures. It may also be helpful to give parties quick reference guides that remind them of key courses of action. Post key information, such as evacuation routes, throughout the building for easy access.

#### VISIT KEY LOCATIONS

Show appropriate stakeholders the location of evacuation routes and sites, reunification areas, media areas, triage areas, shelter-in-place areas, and the location emergency supplies. Check to confirm that access permissions, contacts, and keys have not changed.

#### TEACH STAFF ROLES AND RESPONSIBILITIES

Staff will be assigned specific roles in the plan and positions supporting the Incident Command System (ICS) that will require special skills, such as first aid; threat assessment; and provision of personal assistance services for English language learners, students with disabilities, and others with access and functional needs. Also, substitute teachers must be trained on the plan and their roles in the plan.

#### INCLUDE COMMUNITY PARTNERS

Bring partners into the school to talk about the plan. This includes law enforcement officers, fire officials, emergency medical services personnel, emergency managers, and public and mental health officials. It will make students and staff feel more comfortable when working with these partners.